

VMR-VRO GUIDELINE ADDRESS CHANGES

Checklist Reference – Address Changes

What is needed to make an address change?

Written documentation from the vendor stating the old address is being replaced by a new address.

What is considered written documentation?

This could be a postcard, a letter, an email, or statement on an invoice that indicates an 'address change', or notification from the US Post Office indicating an address change.

Why is written documentation needed?

The vendor may inquire who or what authorized the change of address, and without documentation we would be unable to provide that information.

Can I change an address if that address is tied to a location that is business unit specific?

The change depends on the type:

- of documentation received;
- of vendor being updated;
- of location the address is attached to

What type of documentation is considered approved?

Approved documentation would be:

- Written notification from the vendor indicating an old address and a new address.
- Notice of address change from the US Post Office.
- Vendor Registry applications or forms.
- W-9's
- Emails if the TIN number can be verified, to guarantee we are changing the correct vendor.
- Faxed information from the vendor that includes the TIN number.

What type of documentation is not considered approved?

- A vendor's invoice with no notification of an address change.
- A phone request from the vendor.
- A request made by a state or higher ed employee.
- Emails without TIN number verification. (Social Security numbers should not be transmitted through email).

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What type of vendors can I change?

- Employees that work for your institution.
- Suppliers other than those listed in the next question.

What type of vendors need to be forwarded to VRO?

- Addresses attached to a specific business unit that is not yours.
- Political subdivisions:
 - Cities
 - Counties
 - Fire Dept, Districts, Rural, and City
 - Schools
 - State Agencies
 - Rescue Units
 - Ambulances
- HRMS Vendors

Why is it necessary to document changes to the vendor record?

Documenting additions, changes, updates, etc to the vendor's record provides insight into why something was changed, who changed it, and when the change was made.

Where do we document changes to the vendor record?

Add a new effective-dated row to the location directly affected by the address change or on the 'Main' location. See the guideline "When to Use/Enter Comments" for help determining the proper place.

Feel free to contact the Vendor Registry Office at spovendor@nd.gov for help or guidance in entering or updating vendor information. The Vendor Registry Office will research the information, take the appropriate action and respond to your inquiry in a timely manner.